EMPS – Employability Plan/FIA Selection

This screen is used to access a required participant's Employability Plan/FIA. In addition, EMPS is used for the WoRC Case Manager to authorize and indicate that all required participants referred to WoRC, have completed an Employability Plan on the EMPL screen. In the initial month of TANF, the WoRC Case Manager can also indicate if the participant(s) had good cause for not negotiating the EP within the allowed timeline.

```
EMPS              EMPLOYABILITY PLAN/FIA SELECTION        08/18/09 10:33:35
                                                          LIZA  S
  CASE NUMBER:  000004
  CASE NAME  :  SPIDERMAN, PETER                           MONTH:  0709   <===
  TWO PARENT :  Y
                                              NEG   STT   JBS   EXCUSED
    SEL  POA   PERSON NAME                    HOURS MONTH HOURS  HOURS
    QS   01    SPIDERMAN, PETER               132    10    48     16

         05    PARKER, PAUL                   132     1    80     24




                    The WoRC Case Manager must        The GOOD CAUSE field only
                    authorize here after the EMPL     displays in the initial month of TANF.
                    screens are completed for all     The WoRC Case Manager must enter
                    required participants, if a referral  a Y or an N if necessary per policy
                    was made to the WoRC program.     when authorizing on EMPS.


       WORC AUTH: C83747  <===              GOOD CAUSE:   <===


                                                          NEXT-->
```

Solid arrow = Mandatory field. Open arrow = Optional Field. QS = Quick Select field.

Mandatory Fields   ([F1] indicates Online Help is available.)

WORC AUTH

If any required participants are referred to WoRC, the WoRC Case Manager enters his or her password here, to indicate that all required participants who have been referred to the WoRC program have negotiated an Employability Plan on EMPL. After authorization is successful, the WoRC Case Manager's C number will display, to indicate who authorized EMPS.

GOOD CAUSE

This field only displays in the initial month of TANF. When one or more EP/FIA required participants do not negotiate one within the allowed timeframe and the TANF start date has passed, TEAMS will require entry of Y or N when EMPS is authorized by the WoRC Case Manager.

Optional Fields

MONTH

➢ The month that was entered on the menu prior to accessing the EMPS screen is initially displayed. This month can be changed to the next calendar month, or the following calendar month (up to 2 benefit months from the current calendar month), to allow workers to complete these future Employability Plans/FIAs. It can also be changed to a previous month to view a past Employability Plan or FIA when necessary. The JBS HOURS and EXCUSED HOURS fields will be updated based on the month entered.

Display Fields

CASE NUMBER

The TEAMS case number is displayed.

CASE NAME

The case name (Primary Information person) is displayed.

MONTH

The month that was entered on the menu prior to accessing the EMPS screen is initially displayed.

TWO PARENT

TEAMS displays Y if the case is considered a two parent family per policy; N is displayed for one parent families.

POA

The POA (Position On Application) number for the person is displayed here.

PERSON NAME

The participant's name is shown in this field. The Employability Plan/FIA displayed applies to this person.

NEG HOURS

The current total negotiated hours are displayed for each required participant.

STT MONTH

The count of all STT components that have been reconciled and/or negotiated is displayed.

JBS HOURS

The current count of JBS hours within the previous 12 months, including the month displayed in the MONTH field. TEAMS began the count with the benefit month of 10/08.

EXCUSED HOURS

The total of all excused hours reconciled within the previous 12 months, including the month displayed in the MONTH field. TEAMS began the count with the benefit month of 10/08.

Quick Select Field on EMPS

SEL

This field is used to access the participant's Employability Plan/FIA.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses CASU (Case Summary), which lists the names, POA numbers, participation codes, etc. of all members. Pressing Enter on CASU returns to the original screen.
F10	The F10 key accesses the CANO (Case Notes) screen.

Tips on EMPS

➢ You can NEXT to EMPS as soon as TANF Cash is registered and SEPA is completed.

➢ Remember, when the MONTH field is updated, the entered month is considered month 12 (for the preceding 12 month count for JBS and Excused Hours) and the display of JBS HOURS and EXCUSED HOURS will be updated based on the month entered.